

DEPARTMENT OF TRANSPORTATION EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of the Rhode Island Department of Transportation - functioning within the framework of federal and state laws, executive orders and policies - to provide through a positive and continuing program, the principles of equal opportunity. We are committed to fair and equal treatment of all persons with respect to posting job vacancies, hirings, salary/wages, lay-offs, transfers, promotions, demotions, work assignments, leaves, training, recall from lay-off, appointments and discipline. We believe in affirmative action to preclude any form of discrimination in any of our activities including recruitment, hiring, training and promotions on the basis of race, color, religion, national origin, sex, gender identity or expression, age, disability/disability status, veteran status or sexual orientation.

Additionally, we recognize that sexual harassment is a form of sex discrimination and that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct used as condition of employment decisions or operate to create an intimidating, hostile or offensive working environment will not be tolerated. Any complaint of sexual harassment will be handled in accordance with Executive Order 95-11.

It is the intention of our Department to adhere to both the letter and the spirit of these laws and regulation, which, in addition to guaranteeing equal employment opportunity, require that special affirmative action be taken to overcome the effects of past discrimination. We reaffirm our commitment that all employment decisions will promote the principles of Equal Employment Opportunity. It is our goal to ultimately achieve full utilization of minorities, women, older persons, disabled and other protected classes within the Department. In order to satisfy these lawful obligations, I have appointed our Human Resources Administrator, Paul E. Pysz, as our Internal Equal Opportunity Officer. Additionally, he is the Department's Coordinator of Section 504 of the Rehabilitation Act of 1973. He is assisted in these activities by Marie McGlynn, Human Resources Coordinator. Ms. McGlynn is my designee on the Governor's Commission on Disabilities Coordinating Committee on the Americans' With Disabilities Act. Mr. Pysz and Ms. McGlynn are located in the Office of Human Resources, Room 214, Two Capitol Hill, Providence, RI 02903. Their telephone number is 222-2572, TDD 222-4971, fax 222-2574.

Our Affirmative Action Plan provides the framework within which the Department and its managerial/supervisory personnel will establish, work to meet and evaluate the success of appropriate affirmative action goals. As a public document, our Plan is available for review by employees, candidates for employment and the general public in the Human Resources Office. Comments or suggestions on it should be directed to Mr. Paul Pysz or Ms. Marie McGlynn.

As Director, I am personally committed to the effective implementation of our Affirmative Policy and Programs and I hereby direct that all managerial/supervisory personnel carry out the affirmative actions necessary for the success of our goals. All employees at every level are directed to actively support our Policy of Equal Employment Opportunity.

A handwritten signature in blue ink, reading "James R. Capaldi". The signature is fluid and cursive, with the first name "James" and last name "Capaldi" clearly legible.

James R. Capaldi, P.E.
Director

POLICY ON CONTRACTS

In accordance with Rhode Island General Laws, Chapter 28-5.1 Equal Opportunity and Affirmative Action and Executive Order 93-1 of the State of Rhode Island, all Division of the Department of Transportation shall award contracts to persons without discrimination based on race, color, religion, sex, national origin or disability. The Department will comply with the Rhode Island General Law, Chapter 37-14-1, that highlights the State's policy of utilizing the Disadvantaged Business Enterprises to the fullest extent possible in State funded and directed construction projects and programs. The Department's Office of Civil Rights will continue its active program of minority outreach for contract vendors. Each Division is further responsible for making sure that discrimination does not exist in any program or activity it supports. This includes grants, contracts and all areas where the State dollar is spent.

If any person feels that they have been discriminated against, they may contact the Rhode Island Department of Transportation, Office of the Director, Room 210, 2 Capitol Hill, Providence, RI 02903.



James R. Capaldi, P.E.
Director

POLICY ON SERVICE DELIVERY

In accordance with Rhode Island General Laws, Chapter 28-5.1, Equal Opportunity and Affirmative Action and Executive Order 93-1 of the State of Rhode Island, all Divisions of the Department of Transportation shall render services to persons without discrimination based on race, color, religion, sex, age, national origin or disability. Each Division is further responsible for making sure that discrimination does not exist in any program or activity it assists. Persons feeling that they may have been discriminated against, may contact the Rhode Island Department of Transportation, Office of the Director, Room 210, 2 Capitol Hill, Providence, RI 02903.



James R. Capaldi, P.E.

Director

COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN

This Agency is committed to providing a workplace that is free from harassment based on racial or national origin including harassment in the form of ethnic or racial slurs and other verbal or physical conduct related to a person's race, national origin, age or religion. We accommodate the religious observances and practices of employees or applicants unless such accommodation creates undue hardship on the agency. The extent of the Agency's obligation is determined by an analysis of business necessity, financial costs, expenses and resulting personnel problems. All employees, supervisors and managers are responsible for compliance with and implementation of the policy.



James R. Capaldi, P.E.
Director

POLICY ON COMPLIANCE WITH TITLE VI

It is the policy of the Rhode Island Department of Transportation to ensure that no person or group of persons shall, on the grounds of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal-aid program or activity administered by the Department.

The Disadvantaged Business Enterprise Program Director, Department of Transportation shall serve as the Title VI Specialist and shall have overall responsibility for the implementation of our Title VI Program. The Internal Equal Opportunity Affirmative Action Officer may, upon request, assist in investigations and periodic reviews to determine the effectiveness of the program.

The Department of Transportation is committed of equal participation of minorities and females in all federally assisted programs administered by the Department.



James R. Capaldi, P.E.
Director

POLICY FOR HANDLING COMPLAINTS OF ALLEGED DISCRIMINATION

In accordance with Rhode Island General Laws, Chapter 28-5.1 Equal Opportunity and Affirmative Action, Executive Order 95-11 of the State of Rhode Island and other applicable State, Federal Civil Rights regulations and laws, all Divisions of the Department of Transportation shall perform its duties and offer all programs, services, activities and employment opportunities to all persons without discrimination based on race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression. Persons feeling that they may have been discriminated against may contact the Rhode Island Department of Transportation, Office of the Director, Room 210, 2 Capitol Hill, Providence, RI 02903, telephone number 222-2481, TTD 222-4971, the Rhode Island Department of Transportation, Office of Human Resources, 2 Capitol Hill, Providence, RI 02903, telephone number 222-2572, TTD 222-4971, Fax. 222-2574, or the Rhode Island Office of Equal Opportunity, Department of Administration, 1 Capitol Hill, Providence, RI 02908. Within the Division of Highway Maintenance, complaints may also be made to the Employee Relations Office, 360 Lincoln Ave. Warwick, RI 02888, telephone number 222-2378. All complaints will be handled in the strictest confidence. It is the responsibility of the employee who feels that they may have been discriminated against, to immediately contact the Office of Human Resources and/or the Office of the Director and register their complaint. Employees may be required to prepare a written statement with specific details and information. The Department shall promptly conduct an investigation, interview witnesses, etc. and take appropriate corrective action. Failure by the employee to cooperate with the investigation will result in the cessation of the investigation. Failure of employees who are called as witnesses to cooperate, shall be considered to be insubordinate and shall be subject to the applicable disciplinary process.



James R. Capaldi, P.E.
Director

DUTIES AND RESPONSIBILITIES OF THE COORDINATOR, AMERICANS WITH DISABILITIES ACT

The Rhode Island Department of Transportation Human Resources Administrator, Paul E. Pysz, has been designated to coordinate the Equal Opportunity program and is the Section 504 Coordinator. His duties and responsibilities are enumerated within the Department's Policy and Procedures. He is assisted by Marie McGlynn, Human Resources Coordinator who is also the designated Americans With Disabilities Act (ADA) Coordinator. Their address is 2 Capitol Hill, Providence, RI, 02903. Their telephone number is (401) 222-2572, TDD 222-4971. Fax 222-2574

AMERICANS WITH DISABILITIES ACT/504 GRIEVANCE PRODEDURE

The Rhode Island Department of Transportation has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans With Disabilities Act/504.

Complaints should be addressed to Paul E. Pysz, Human Resources Administrator, Office of Human Resources, Room 214, 2 Capitol Hill, Providence, RI 02903.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it and briefly describe the alleged violation(s) of the regulation.
2. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate will follow a filing of complaint. The investigation will be conducted by the Departmental officials identified above. These rules contemplate informal but thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued and a copy forwarded to the complainant no later than twenty (20) working days.
5. The ADA/504 Coordinator shall maintain the files and records relating to the complaints.